

# **MINNESOTA BOARD OF PSYCHOLOGY**

## **Minutes of the 452nd Meeting**

**August 2, 2013**

**Members Present:** C. Bonnell, R. David, B. Dollins, L. Else, S. Fischer, D. Fisher, J. Leichter, P. Orud, B. Stawarz, P. Stankovitch

**Members Absent:** None

**Others Present:** A. Barnes, Executive Director, L. Campero, Asst. Executive Director, Sara Boeshans, Assistant Attorney General, Joshua Bramley, Board Staff, and Jessica Evanson, Walden University.

Board Chair, J. Leichter, called the meeting to order at 9:03a.m., in the Board of Psychology Conference Room on the 3rd floor of the University Plaza Building, at 2829 University Avenue Southeast, Minneapolis, Minnesota.

### **PUBLIC SESSION**

#### **1. Adoption of the tentative agenda**

Board Chair, J. Leichter, requested the adoption of the tentative agenda by the full board.

P. Orud moved, seconded by D. Fisher, to approve the Agenda of the August 2, 2013 Board meeting as amended. Voting "aye": C. Bonnell, R. David, B. Dollins, L. Else, S. Fischer, D. Fisher, P. Orud, B. Stawarz, P. Stankovitch. Voting "nay": none. Abstention: J. Leichter. There being nine "ayes" and no "nays" motion carried.

#### **2. Approval of the Minutes of the Board Meeting of June 21, 2013**

C. Bonnell moved, seconded by S. Fischer, to approve the Minutes of the June 21, 2013 Board meeting. Voting "aye": C. Bonnell, R. David, B. Dollins, L. Else, S. Fischer, D. Fisher, P. Orud, B. Stawarz, P. Stankovitch. Voting "nay": none. Abstention: J. Leichter. There being nine "ayes" and no "nays" motion carried.

#### **3. Consent Agenda**

The following items were presented for approval under the consent agenda:

##### **a. Licensure**

Under its delegated authority, Board staff approved the following applicants for licensure based upon fulfilling all requirements for licensure.

**Licensed Psychologist**

LP5626	Jensen, Aric M., Ph.D.
LP5627	Giannone, Carolyn D., Ph.D.
LP5628	Purtle, Michelle L., Psy.D.
LP5629	Syzdek, Matthew R., Psy.D.
LP5630	Peterson, Elizabeth K., Ph.D.
LP5631	Buffington-Vollum, Jacqueline, Ph.D.
LP5632	Yamada, Torricia H., Ph.D.
LP5633	Phillippi, Jar R., Ph.D.
LP5634	Williams, Alyson Mease, Ph.D.
LP5635	Anderson, Marie L., Psy.D.
LP5636	Roelke, Craig M., Psy.D.
LP5637	Roskowski, Jane C. Royse, Ph.D.
LP5638	Londre, Karen L., Psy.D.

Under its delegated authority Board Staff approved the following applicants for admission to the Examination for Professional Practice in Psychology (EPPP):

13-175	University of St. Thomas
14-007	Argosy University
13-174	University of Utah
13-007	Argosy University
13-103	University of Nebraska - Lincoln
13-132	Argosy University
13-181	Indiana University
13-147	Argosy University
12-064	Argosy University
13-172	Argosy University
11-036	University of St. Thomas
13-180	University of St. Thomas
11-061	Argosy University
13-183	Adler Institute-Illinois
13-169	University of MN
13-173	Argosy University

Under its delegated authority Board Staff approved the following applicants for admission to the Professional Responsibility Examination (PRE):

13-179	Western Michigan University
13-129	Argosy University
13-153	Chicago School of Psychology
13-182	Alliant International University
13-128	University of St. Thomas
13-062	University of Georgia
14-001	Argosy University
14-004	Southern Illinois University - Carbondale
13-092	University of MN
13-181	Indiana University
13-175	University of St. Thomas
14-005	Argosy University
13-180	University of St. Thomas
13-053	Argosy University
13-137	University of St. Thomas
13-138	Forest Institute/Professional Psychology
13-167	Duke University
13-135	Argosy University
14-003	Temple University

**b. CE Variance Report**

Under its delegated authority Board Staff approved four six-month time-limited variances to complete continuing education requirements (Minnesota Rule 7200.6000 Subpart 1) to the following psychologists:

Azad, Lila	LP
David, Robyn	LP
Senese, Richard	LP
Schmid, Linda	LP

**c. Administrative Committee**

The Administrative Committee continues to focus on the evaluation and review of the Position Description of the Executive Director. The committee met

following the June 21, 2013 regularly-scheduled Board Meeting and discuss the process to review and revise the Executive Director's Position Description. The Executive Director prepared some broad categories within the assigned Executive Director responsibilities in advance of the meeting and those were reviewed by the committee. The action plan moving forward was to create a SharePoint library for this review where other Directors' Position Descriptions would be uploaded for comparison, as well as a revised version of the Executive Director's Position Description.

In addition, legislation was reviewed that was intended to do a compensation study on Executive management positions. Following the meeting, it was discovered that the management compensation study would not include any Executive branch positions lower than a 22M at this time. Thus, the Board's Executive Director position is not being actively reviewed within the Minnesota Management and Budget (MMB) compensation study. MMB has advised of the difficulty of trying to work with a "moving target" via memorandum, and is limiting the availability of "Hay" review evaluations for Executive management positions. MMB representatives have indicated that the ongoing compensation study will eventually impact lower level management classifications, but that the estimated time frame was likely two to three years into the future.

The Administrative Committee will be asked how they wish to proceed at the meeting on August 2, 2013 following a discussion on the issue.

**d. PRE Committee Report**

The PRE Committee met following the June 21, 2013 Board Meeting to discuss test performance and future PRE format. The committee agreed to review items and propose revisions if needed.

**e. Future Business and Meetings**

The Board Staff submitted a listing of upcoming Board business and meetings as follows:

August 2, 2013  
August 2, 2013

Administrative Committee Meeting  
PRE Committee Meeting

August 9, 2013	Complaint Resolution Committee I Meeting - 9AM (Closed)
August 22, 2013	Cafe Conference - AM and PM
September 6, 2013	Application Review Committee-9AM
September 6, 2013	Complaint Resolution Committee II Meeting - 9AM (Closed)
September 20, 2013	Board Meeting - Duluth - 9AM

B. Dollins moved, seconded by S. Fischer, to approve the Consent Agenda. Voting "aye": C. Bonnell, R. David, B. Dollins, L. Else, S. Fischer, D. Fisher, P. Orud, B. Stawarz, P. Stankovitch. Voting "nay": none. Abstention: J. Leichter. There being nine "ayes" and no "nays" motion carried.

## **5. CE Variance Request**

Motion to approve or deny request from LP7172 for a variance of Minnesota Rules 7200.3820 Continuing Education Requirements. Licensee has requested a second time limited variance to complete continuing education requirements. Licensee's license expired on September 3, 2012; a six-month variance was provided by Board Staff, which expired on March 31, 2013. A request for a second time-limited variance would typically be received at that time; however, the Board does not have record of that request despite the Licensee's report that attempts were made to contact the Board. Licensee has advised Board Staff that she has obtained the required continuing education credits and has requested that those CEUs be applied toward the current renewal period.

A roll call was taken to approve the request from LP7172 for the variance and permit Licensee's obtained CEUs to be applied to this renewal period. The votes were as follows: C. Bonnell: "abstain"; R. David: "nay"; B. Dollins: "nay"; L. Else: "aye"; S. Fischer: "aye"; D. Fisher: "aye"; P. Orud: "aye"; B. Stawarz: "nay"; P. Stankovitch: "abstain". There being four "ayes", three "nays", and two abstentions, motion carried. The Board allowed this request based upon its view that this situation would not represent a threat to the public welfare. If necessary, other review and remedies would be available through the Complaint Resolution process.

## **6. Board Terminations**

Motion to approve or deny the termination of license of the following licensees because of failure to renew.

Hunter, Michael	LP1663	Date of Expiration: 4/30/13 (on a CE variance)
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Else, Kayla

LP1643

Date of Expiration: 5/1/13  
(on a CE variance)

A roll call was taken to approve the above terminations and the votes were as follows: C. Bonnell: "aye"; R. David: "aye"; B. Dollins: "aye"; L. Else: "aye"; S. Fischer: "aye"; D. Fisher: "aye"; P. Orud: "aye"; B. S: "aye"; P. Stankovitch: "aye". There being nine "ayes" and no "nays" motion carried.

## **7. New Business**

The following items were presented and discussed as new business.

### **a. The Enterprise Award**

The Administrative Committee created the Enterprise Award to be awarded each year, on behalf of the full Board, to a Staff member who has exemplified Board values and demonstrated an ability to go above and beyond in the course of his/her job duties and role with the Board. The Enterprise Award is nominated by agency management, reviewed by the Administrative Committee, and ultimately awarded by the full Board each fiscal year. This year's recipient is Joshua Bramley, Compliance Specialist, who was presented with a plaque from the Board and a token "Enterprise" figure at this meeting.

### **b. Greater Minnesota Board Meeting**

Board members were provided with a brochure outlining events in connection with the upcoming Greater Minnesota Board Meeting which will be held on September 20, 2013 at 9AM in Duluth, MN. All staff and Board members are strongly encouraged to participate. This meeting supports the Board's mission and vision of improved stakeholder outreach, increased communication and customer service responsiveness from a state agency, and also serves as a building block in the Board's vision for an internally cohesive community since it allows for time spent together as a working team.

### **c. Executive Director's Report**

Ms. Barnes provided a brief review of the fiscal year, which ended on June 30, 2013. As of June 30th, the board had expended 88.87% of its projected budget of \$780,966.35. This year was a "spend down" year meaning that at the conclusion of the fiscal year the Board is not able to carry any leftover monies over into the next year. Originally, the Board budget at the beginning of FY2013

was anticipated to be in a shortfall (\$29,179.00) if the Board expended all monies budgeted.

The Board collected 97.8% of its projected revenue of \$1,124,677.00. Key areas that saw an increase in collection of funds include: Applications for Admission to the EPPP, Applications for Licensure, and corporation Annual Report collection. The corporation annual report collection was due to a concentrated effort to manage the professional firms and to adhere to compliance with report filing deadlines. Areas of under collection in revenue included: LP Late Renewal Fee, Degree upgrades (Masters to Doctoral), Mailing and duplication, Statute and Rule books, and Guest Licensure.

During FY2013, the Board made significant investments in innovative technology with its videoconferencing equipment and in the overall health of the agency with its strategic plan implementation, including the development of a logo, educational materials, rules notices, and general outreach materials. Additionally the Board invested in a variety of continued professional development trainings for staff.

The Board replaced outdated equipment pursuant to the state electronic cycle, including all staff PCs, purchased video cameras for Board and external use, and updated laptops as needed.

Chair Leichter commended Ms. Barnes' work and her leadership of Board Staff this past year. The Strategic Plan Annual Report will be posted on the website.

**d. ASPPB Annual Meeting**

The Association of State and Provincial Psychology Boards (ASPPB) is the association of psychology licensing boards in the United States and Canada. Attendance at ASPPB meetings is beneficial for Board and staff members because it connects the Minnesota Board with the national regulatory field. It also provides valuable resources regarding examination, tele-psychology, licensure, supervision, accreditation and disciplinary/investigative matters. This year's annual meeting (to be held in October) is entitled "Licenses at Risk: A Focus on Disciplinary Issues". It will address frequent ethical issues that arise, disciplinary process, current cases, and investigations for psychology regulatory boards. Board staff has recommended a budget of \$7545.00 to cover travel expenses for 2 Board members, 1 Compliance Director (staff), and 2 other staff members to attend the annual meeting.

C. Bonnell moved, seconded by B. Dollins, to approve the recommended budget for 5 attendees at the October 2013 ASPPB Annual Meeting. Voting "aye": C. Bonnell, R. David, B. Dollins, L. Else, S. Fischer, D. Fisher, P. Orud, B. Stawarz, P.

Stankovitch. Voting "nay": none. Abstention: J. Leichter. There being nine "ayes" and no "nays" motion carried.

**e. CE Variance Request**

Motion to approve or deny request from LP2080 for a variance of Minnesota Rules, part 7200.3820 Continuing Education Requirements, due to illness. Licensee has submitted a written plan for completion of these requirements.

L. Else moved, seconded by P. Stankovitch, to approve request from LP2080 for a variance of Minnesota Rules, part 7200.3820 Continuing Education Requirements due to illness. Voting "aye": C. Bonnell, R. David, B. Dollins, L. Else, S. Fischer, D. Fisher, P. Orud, B. Stawarz, P. Stankovitch. Voting "nay": none. Abstention: J. Leichter. There being nine "ayes" and no "nays" motion carried. The Board approved this request since the Licensee has provided a clearly-written plan for completion of the continuing education requirements and the Board does not foresee any harm to the public.

**f. CE Waiver Request**

P. Orud moved, seconded by B. Dollins, to deny request from LP3305 for a waiver of Minnesota Rules, part 7200.3830- Subpart 1-G. to waive "hours may be earned only in the year of publication or first distribution." Licensee wrote a book and, since Licensee was unsure when the book would be published, the Licensee completed 40 CEUs for the 2011/2013 renewal period. The book's first publication occurred in November, 2012. The Licensee would like to count the writing of the book toward renewal period 2013/2015. Voting "aye": C. Bonnell, R. David, B. Dollins, L. Else, S. Fischer, D. Fisher, P. Orud, B. Stawarz, P. Stankovitch. Voting "nay": none. Abstention: J. Leichter. There being nine "ayes" and no "nays" motion carried. The reason for the Board's denial of this request is that the purpose of continuing education is to stay current during the particular period of licensure. Pre-approving the book for the upcoming period of licensure does not fit with this purpose.

**g. Renewal Late Fee Refund Request**

P. Orud originally moved, seconded by D. Fisher, to approve request from LP4312 for a waiver of Minnesota rules, part 7200.3500 to waive Late Fee due to financial hardship resulting from illness. Licensee actually paid licensing fee and late fee. After returning to work in August or September, 2013, Licensee will likely have access to employer funds for payment of licensing fee and, thus, Licensee has requested refunding of the \$250 late fee previously paid.



Significant discussion followed this motion surrounding the issue of fees charged and paid, via statute, are designated as "nonrefundable fees". Should the Board opt to refund monies paid, the decision would need to be noted via the Board's fiscal records and could result in an adverse audit finding.

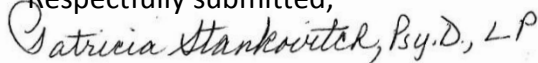
P. Orud amended the motion, seconded by S. Fischer, to deny the request from LP4312 for a waiver of Minnesota rules, part 7200.3500 based on statutory prohibition for refunding nonrefundable fees. Voting "aye": R. David, B. Dollins, L. Else, S. Fischer, D. Fisher, P. Orud, B. Stawarz, P. Stankovitch. Voting "nay": C. Bonnell. Abstention: J. Leichter. There being eight "ayes" and one "nay" motion carried.

C. Bonnell asked that it be noted on the record that his vote was "nay" because he had a concern that the Board should not even be addressing this issue given the statutory wording. He would have preferred that the Board remove this item from the agenda since, according to statute, it is not something that the Board would be permitted to grant based on statute; therefore, Mr. Bonnell's view was that it should not be addressed by the Board at all.

## 8. Adjournment

P. Orud moved, seconded by B. Dollins, that the meeting be adjourned. Motion carried unanimously. The meeting adjourned at 11:37AM.

Respectfully submitted,



PATRICIA STANKOVITCH, PsyD, LP  
Board Secretary